

Dear Event Organizer,

Thank you for working with the Seattle Special Events Office to make sure your event is successful both for you and for the neighborhood. We appreciate the energy and vitality that your event brings to our city.

All Seattle neighborhoods host multiple events every year. The impacts on businesses and residents are real. Neighbors need to be aware of what you are doing so they can plan for alternate access; alternative parking; and they may need to figure out alternate bus routes/times. The more information you can share in advance the better. Remember, you are a guest in their neighborhood. Your communication and good advance work will help ensure success for your event.

Extensive and timely neighborhood notification is required to mitigate issues, minimize impacts, and ensure affected neighbors and businesses are aware of the event activity. The Department of Neighborhoods and Special Events Office will work with you to determine what outreach is required. At minimum, you are required to complete the following:

DUE 60 DAYS IN ADVANCE OF THE EVENT:

- Submit copies of notification and media materials, notification area, methods of delivery, and plan for review
- Notify affected neighbors in writing
- Obtain sign-offs from neighbors and businesses along street closures

DUE 30 DAYS IN ADVANCE OF THE EVENT:

- Complete second round of written neighbor notification
- Submit sign-offs to Neighborhood District Coordinator
- Submit your Outreach Checklist to Neighborhood District Coordinator

If the required notification is not performed, your Special Event Permit may be revoked or canceled.

Notification Letter

Use the attached notification form letter. Personalize it with information about your event. If you create your own notification letter and collateral, the following information must be included:

- Details about parking and traffic impacts, including hours
- Details of amplified sound, highlighting any off-hours amplified sound
- Map of the event footprint, be as detailed as possible
- Name, email, and cell number for day-of contact personnel

The more detail, the better! Here are some details that help neighbors/businesses understand how your event will impact them:

- Traffic and Pedestrian Impacts
 - “No Parking” barricades delivery and removal times
 - Timing of street closures and traffic revisions
 - Plans and timing for all work done in advance of and after the event
 - Impacts to transit service, including temporary relocation of bus zones
 - Sidewalk or pedestrian impacts in and around the event (it is assumed sidewalks will be open to pedestrians unless specifically stated otherwise)

- Noise, Litter, and Sanitation Issues
 - Location of outdoor use of freezer compressors, generators, and other devices generating mechanical noise before and during the event
 - Your plan to control litter during the event and clean up afterward
 - Location of porta-potties and/or any other accommodations

Who Needs to Know?

- All residential and business neighbors within a minimum of a one block radius of your event. If broader notification is required, you'll be informed by your Neighborhood District Coordinator.
- Neighborhood business and residential associations, chambers, and community stakeholders

Thank you for your efforts, and thank you for contributing to our City's vibrant culture. Please let us know if there is anything else we can do to help you have a successful event.

Sincerely,

Karen Ko, Neighborhood and Business Outreach
Department of Neighborhoods

Chris Swenson, Chair
City of Seattle Special Events Committee

Attachments:

- Neighborhood Notification form letter
- Acknowledgement of Notification form (sign-offs)
- Outreach Checklist